

Checklist: A Complete Application Includes All Of These Items.

- ☐ **APPLICATION FOR VERMONT INITIAL EDUCATOR LICENSE.** Completed and signed.
- ☐ **OATH** (*notarized*)
- ☐ **COMPLETED PINK Child Support, Tax and UCC Statement**
You must sign the statement regardless of whether or not you have children, pay taxes in Vermont or were an employer.
- ☐ **CURRENT RESUME**
- ☐ **OFFICIAL DOCUMENTATION, on School Letterhead, of educational employment (only if you are requesting reciprocity based on experience)**
- ☐ **SCORES FOR REQUIRED PRAXIS I AND PRAXIS II (CONTENT) TESTS MUST BE SENT DIRECTLY FROM EDUCATIONAL TESTING SERVICE TO THE LICENSING OFFICE. You must complete all testing prior to application.** (See instructions on page 16 for more information)
- ☐ **OFFICIAL TRANSCRIPTS** Your application must contain official transcripts in unopened envelopes sealed by the university or college. Request official transcripts in sealed envelopes from your college or university. **Do not open these transcripts at home. Application packets received with opened transcript envelopes will be returned to the applicant. Include transcripts from all colleges you have attended.**
- ☐ **CRIMINAL RECORD CHECK REQUIREMENTS: You must complete either Process # 1 or # 2**
 - Process # 1 (If you have not had a Vermont Educational Criminal Record Check)**
 - ☐ Complete the **REQUEST FOR CRIMINAL RECORD CHECK FORM** (*Notarized*)
 - ☐ Complete the **FINGERPRINT AUTHORIZATION CERTIFICATE FORM**
 - ☐ **Check or money order for \$19.25** payable to the VT Department of Public Safety
We will validate the "Fingerprint Authorization Certificate" and return it to you. You must bring the certificate with you when you have your fingerprints taken
 - or**
 - Process # 2 (If you have had a Vermont Educational Criminal Record Check)**
 - Please read the instructions on the **Authorization** form carefully to see if you qualify.
 - ☐ Complete the **AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION FORM** if you have been fingerprinted in Vermont for employment in a school in the past. This form must be sent to the Vermont supervisory union where your criminal record check was completed.
 - ☐ You **MUST** enclose a copy of this completed form with your application packet.
- ☐ **CHECK OR MONEY ORDER FOR \$160.00** (Level I review and licensing fee) made out to the Vermont DOE - Licensing Office
- ☐ **Copy of out-of-state educator license (Submit educator licenses from other states if applicable)**
- ☐ **Copy of VT RN license (for School Nurse and Associate School Nurse only)**
- ☐ **Copy of mental health or MSW licenses (for School Social Worker only)**